

# The STRUCTURA Project Checklist

## The Ultimate UK Project Readiness Guide

*Before a single brick is laid, your project must be financially, legally, and structurally secure. Use this comprehensive checklist to determine if you are genuinely ready to break ground. If you cannot check every box in the relevant sections, your project is at risk.*

### Phase 1: Financial & Budgetary Readiness

*Construction is unpredictable. A rigid budget without safety nets will result in a stalled build.*

- **Hard Budget Set:** I have a strict, realistic total budget figure.
- **Funding Secured:** My funding (cash, loan, remortgage) is officially approved, sitting in the bank, and ready to deploy.
- **The Structura Contingency:** I have ring-fenced an untouchable 15% to 20% contingency fund strictly for hidden site discoveries (e.g., bad sub-soil, rotten joists, upgraded utility feeds).
- **VAT Factored In:** I have accounted for 20% VAT on top of my building quotes (unless the project is a new build or eligible conversion).
- **Professional Fees Allocated:** I have budgeted separately for the "invisible" costs: Planning fees, Building Control fees, Structural Engineers, and Party Wall Surveyors.

Progress Notes:

## Phase 2: Statutory Legalities & Permissions

*Never build on an assumption. Getting the red tape wrong can lead to enforcement notices and demolition.*

- **Planning Permission:** I hold an official grant of Planning Permission from my Local Authority, AND I have discharged any "Pre-Commencement Conditions" attached to it.
- **OR**
- **Permitted Development:** I have obtained a *Certificate of Lawful Development* from the council to legally prove my project falls under Permitted Development rights.
- **Water Authority Approval:** I have checked if I am building over or within 3 metres of a public sewer. If yes, I have a formal *Build Over Agreement* from my local water authority.
- **Restrictive Covenants:** I have checked my property's Title Deeds via the Land Registry to ensure there are no restrictive covenants preventing me from extending or altering the property.
- **Heritage Constraints:** I know whether my property is Listed or located in a Conservation Area, and I have secured the required specific consents if so.

Progress Notes:

## Phase 3: Structural, Design & Party Walls

*A builder cannot build from a Pinterest board. They need forensic instructions.*

- **Final Construction Drawings:** I have full, scaled, and dimensioned architectural drawings ready for construction (not just basic planning sketches).
- **Structural Engineering:** I have comprehensive Structural Engineering calculations and drawings for all steelwork, foundations, and load-bearing removals.
- **Building Control Submission:** I have submitted a *Full Plans Application* or a *Building Notice* to Local Authority Building Control (or a Private Approved Inspector), and the initial fees are paid.
- **The Party Wall Act 1996:** I am digging foundations within 3 metres of a neighbour, or cutting into a shared wall. Therefore, I have served official Party Wall Notices.
- **Party Wall Awards:** My neighbours dissented to the notices, so I have legally binding Party Wall Awards drawn up and signed by appointed Surveyors. *(If they consented in writing, tick this box).*

Progress Notes:P

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## Phase 4: Pre-Start Site Compliance (CDM 2015 & Safety)

*Under UK Law, the homeowner has legal duties regarding site safety unless officially handed over to a Principal Contractor like Structura.*

- **Asbestos R&D Survey:** My property was built before the year 2000. I have commissioned a Refurbishment & Demolition (R&D) Asbestos Survey to ensure the site is safe for tradesmen to begin stripping out.
- **CDM 2015 Handover:** I understand my legal duties under the Construction (Design and Management) Regulations 2015, and I am formally appointing a Principal Contractor to manage site safety and welfare.
- **Site Access & Logistics:** I have a clear plan for heavy material deliveries, skip placement, and trade parking that does not illegally block public highways.
- **Welfare Facilities:** I have arranged (or instructed my contractor to arrange) legal welfare facilities for the tradesmen (a working toilet, hot water, and a rest area).
- **Insurance Notification:** I have notified my home insurance provider that major structural works are taking place to ensure my existing policy is not voided, and verified that my contractor holds comprehensive Public Liability and Contractors All Risks insurance.

Progress Notes:

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## Your Project Readiness Score

**All boxes ticked?** You are fully compliant, financially secure, and Project Ready. You are in the top 5% of prepared clients in the UK. Contact Structura Design & Build immediately to schedule your start date.

### **Missing a few critical boxes?**

Do not call a builder for a quote yet—you are not legally ready to build, and any quote you receive will be a complete guess.

Contact **STRUCTURA Consultancy Services**. We will step in, untangle the red tape, manage your planning applications, handle your Party Wall surveyors, and ensure your site is legally compliant before a single hammer is swung.

We hope you found this resource useful!

Thank you for visiting [www.structuraprojectservices.co.uk](http://www.structuraprojectservices.co.uk)!

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